

## MEMORANDUM

DATE: May 4, 2004

FROM: Gerry OligmueLLer, State Budget Administrator

TO: Agencies, Boards, and Commissions  
Attn: Agency Finance Officers

RE: Budget Request System Update

The DAS - Budget Division's automated budget request system, used each of the last three biennial budget request cycles, will continue to be used by state agencies, boards, and commissions to prepare and submit their operations and capital construction budget request for the 2005 – 2007 biennium. All users will access the Budget Request System via the Internet using Citrix client software. This access is similar to the Citrix NIS access already used by a number of agency finance personnel.

We would like to announce that agencies may now go to the Budget Division web page at [http://www.budget.state.ne.us/das\\_budget/bud/bprocess.htm](http://www.budget.state.ne.us/das_budget/bud/bprocess.htm) to obtain instructions that will allow users to determine if they can connect to the Budget Request System via the Internet using the Citrix client software only. After stepping through the instructions a user will be able to determine whether their workstation is connected to the state backbone network. If an agency does not have a connection to the state backbone network, access to the system will also require a Virtual Private Network (VPN) account with IMServices. We have once again arranged for the IMServices Help Desk and PC/LAN team to be available to support agencies with the installation process. The IMServices Help Desk phone number is listed in the instructions.

A Budget Request System training schedule is also available on the Budget Division website at [http://www.budget.state.ne.us/das\\_budget/bud/bprocess.htm](http://www.budget.state.ne.us/das_budget/bud/bprocess.htm) . With the exception of conversion to the NIS chart of accounts and personnel job code structures, there have been very few changes made to the budget system since the last biennial budget preparation cycle. Therefore, the emphasis of our training effort will be in the nature of an operations budget "refresher" class that will review the user interface and budget request procedures. These refresher training sessions will last for two hours. For new users we will conduct a limited number of four-hour operations budget training sessions. Finally, we will offer a limited number of training sessions geared specifically toward those users needing to prepare capital construction and/or LB309 building renewal project requests. In all cases we are asking your assistance in limiting attendance, perhaps by sending only one or two people who could then instruct other agency users. Please review the schedule and call Tammy in our office at (402) 471-2526 to reserve space.

We will include in a separate mailing addressed to agency finance officers a user survey with survey instructions. It is important for the agency finance officer to complete the survey so that users can be added or deleted as necessary and that access within the system can be properly defined. The survey will also assist in identifying those users not connected to the state backbone network. These users will require a VPN account with IMServices to access the system. The survey should be returned to Tammy Zulauf in the DAS - Budget Division as soon as possible. A user will not be granted access to the Budget Request System until the information in the survey for that user is known.

Thank you for your attention to this matter.